**Call for Tender for Payroll Services**

*The Alliance of Liberals and Democrats for Europe Party (ALDE Party) is the third largest European political family, bringing together parties with common liberal, democrat and reform ideas from more than 40 European countries. The Brussels-based ALDE Party Secretariat supports the activities of the Party; organises its meetings; manages its external communication; and facilitates European policy development and networking amongst liberal parties. To support our growing activities, we are now seeking a:*

**Service provider on Payroll management and processing**

**Purpose of the contract**

The purpose of this call for tender is to conclude a framework contract for the provision of payroll management and processing services. Please refer to the fields outlined in the tender specifications for further details.

**Services required**

A description of the domains is given hereafter. It should be noted that the descriptions are indicative, and the definitions are non-exhaustive:

1. Payroll calculation and payslip generation:
   * Accurate and timely calculation of employee salaries, wages, and benefits (e.g meal vouchers, travel reimbursements, eco - vouchers, etc.) based on the provided information. Furthermore, assistance with the calculation and management of deductions such as taxes (income tax, social security contributions), benefits, and other authorized deductions.
   * Preparation and distribution of monthly payslips for all employees, including detailed information on earnings, deductions, and net pay.
2. Reporting: Preparation and submission of monthly, quarterly, and annual payroll reports to the relevant authorities, including tax authorities, social security agencies, and other regulatory bodies.
3. Record Maintenance: Maintenance of accurate and up-to-date payroll records, including employee information, tax data, employment contracts, and any other relevant documents.
4. Employee Support: Providing assistance and support to the client regarding payroll-related queries, such as explaining payslips, resolving discrepancies, and addressing general inquiries.
5. System and Software: provide reliable payroll software or systems to streamline and automate payroll processes, ensuring accuracy and efficiency. Include tools for the simulation of the employees payroll as well as a platform/tool for the leave requests and the holidays tracking.
6. Transition and Implementation: Assisting with the transition from the current payroll system, including data migration, employee onboarding, and training.
7. Ongoing Support: Providing ongoing support and maintenance, including system updates, legislative changes, and continuous improvement of the payroll management processes.
8. Trainings: Provide trainings on payroll and social security matters
9. Manage the Group insurance declaration

On an Ad Hoc basis, the ALDE Party could additionally request the following services:

* Workers' advance
* Auditing: Assist in audit procedures
* Educational leave
* Tailor-made HR or socio-legal advice
* Paper salary documents
* Employee’s self-service portal

**Support requirements**

**Working hours**

The supplier firm must be in position to provide the aforementioned services during normal working hours (Monday to Friday from 9:00 to 18:00, local Brussels time).

**Technical and professional requirements:**

* Adequately staffed and technically equipped for a smooth and efficient performance of the tasks required in the purpose of the contract.
* Service Level Agreement (SLA): Clearly defining the service level agreement, including response times for inquiries, accuracy standards, and turnaround times for payroll processing.
* Compliance with Labor Laws: Ensuring compliance with all relevant labor laws and regulations regarding payroll management, including minimum wage requirements, overtime calculations, leave entitlements, and employment termination procedures.
* Data Security: Implementing robust data security measures to protect confidential employee information, including encryption, access controls, and regular backups.
* For the tenderer, at least 7 years of experience in the field of Payroll management and social security related matters.
* Excellent knowledge of both French and English.
* The Payroll supplier shall appoint an account manager and a Payroll Accountant on a stable basis or contact person dedicated to ALDE.

**Award criteria:**

* Overall cost (40%)
* Years of experience (20%)
* Approach and proposed methodology for providing local payroll services including expertise of Account Management Team (20%)
* Proposed management of service; incorporating best practice, deliverables, time scales and measures for ensuring quality (20%)

**We offer:**

We are offering a five-year framework agreement.

**To apply:**

Please apply by sending a detailed proposal in French or English, including all the below elements:

1. Overview of your company, including its background, experience, and expertise in providing payroll management services.
2. Methodology and approach to ensure accurate and timely payroll processing.
3. Details of your team members who will be responsible for managing our payroll processes, including their qualifications and experience.
4. Information on the payroll software and systems utilized by your company.
5. References from your existing clients who have utilized your payroll management services.
6. Annex I – Pricing template
7. Annex II – Selection and exclusion criteria

Tender documents must be submitted by **14 November 2023** to Alessandra Russo, HR Manager, at [arusso@aldeparty.eu](mailto:arusso@aldeparty.eu) . The deadline for the selection of the tenderer is set by 30 November 2023.

\*The template can be readapted according to your company’s offer standards.